

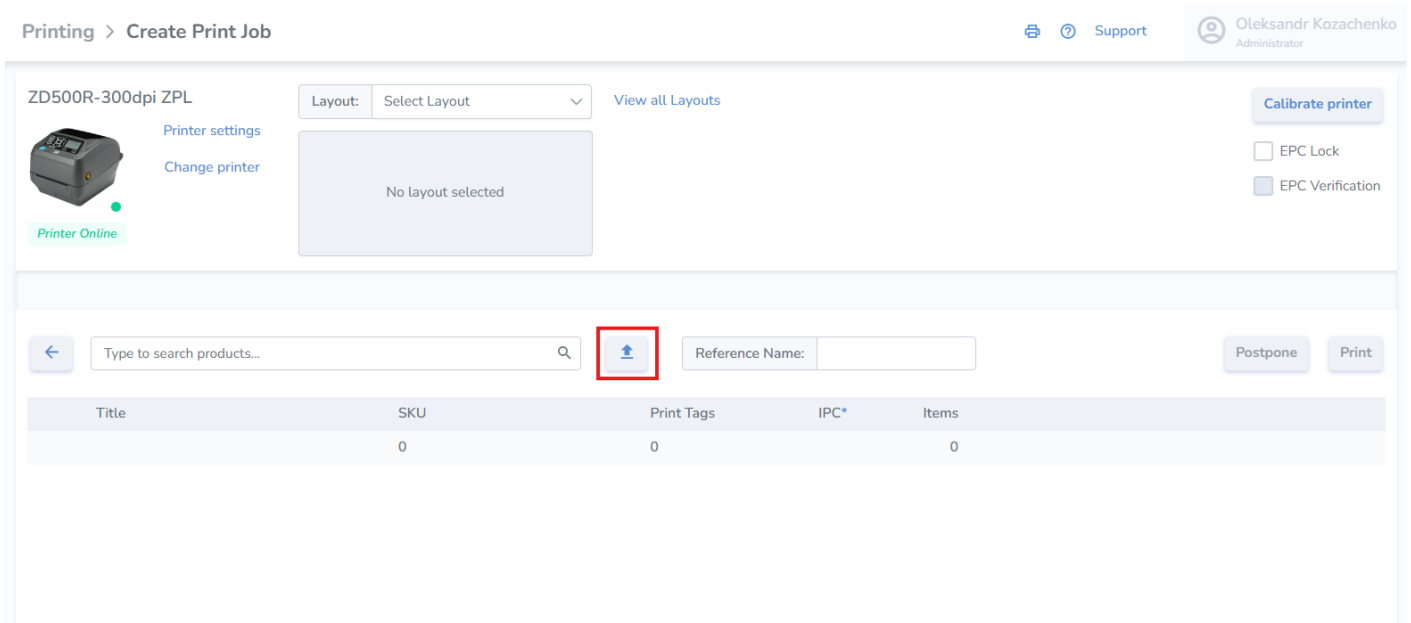
Print Labels from Spreadsheet Upload

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Add details to a print job using a spreadsheet. Use our formatted spreadsheet template, or use your own template.

Upload Your Spreadsheet

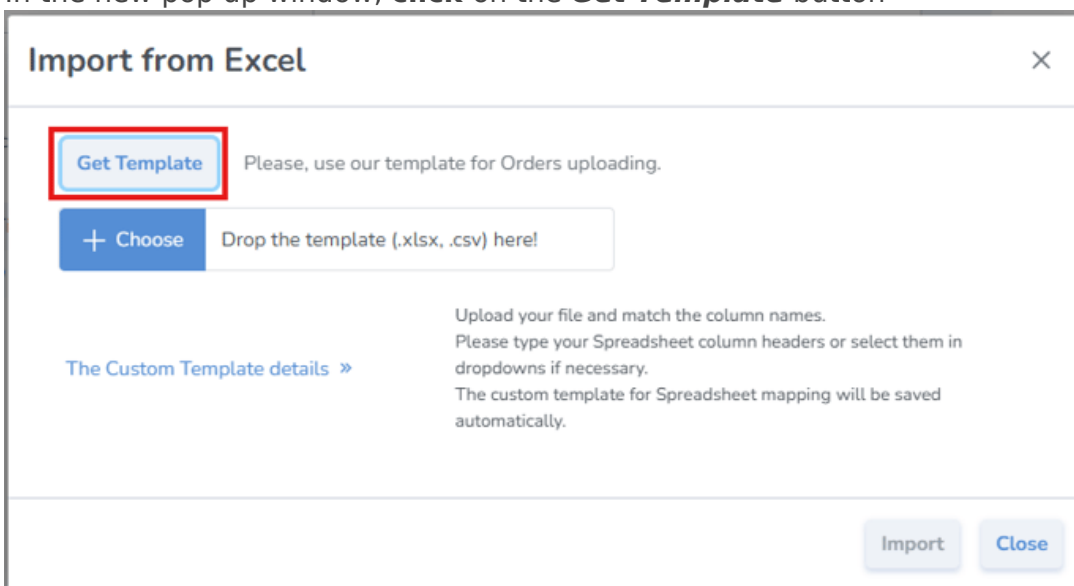
Inside the [Print Jobs > Create Print Job](#) page, click the **upload button** in the center



The screenshot shows the 'Printing > Create Print Job' page. At the top left, it displays 'ZD500R-300dpi ZPL' with a printer icon and 'Printer Online' status. There are links for 'Printer settings' and 'Change printer'. A 'Layout' dropdown menu is set to 'Select Layout', with a 'View all Layouts' link and a 'No layout selected' message. On the right, there is a 'Calibrate printer' button and checkboxes for 'EPC Lock' and 'EPC Verification'. Below this is a search bar with the text 'Type to search products...' and a magnifying glass icon. To the right of the search bar is an upload icon (a blue square with a white upward arrow) highlighted with a red box. Further right is a 'Reference Name:' field. At the bottom right of the search area are 'Postpone' and 'Print' buttons. Below the search bar is a table with the following columns: Title, SKU, Print Tags, IPC*, and Items. The table contains one row with values: 0, 0, 0.

Option 1: Using Our Template

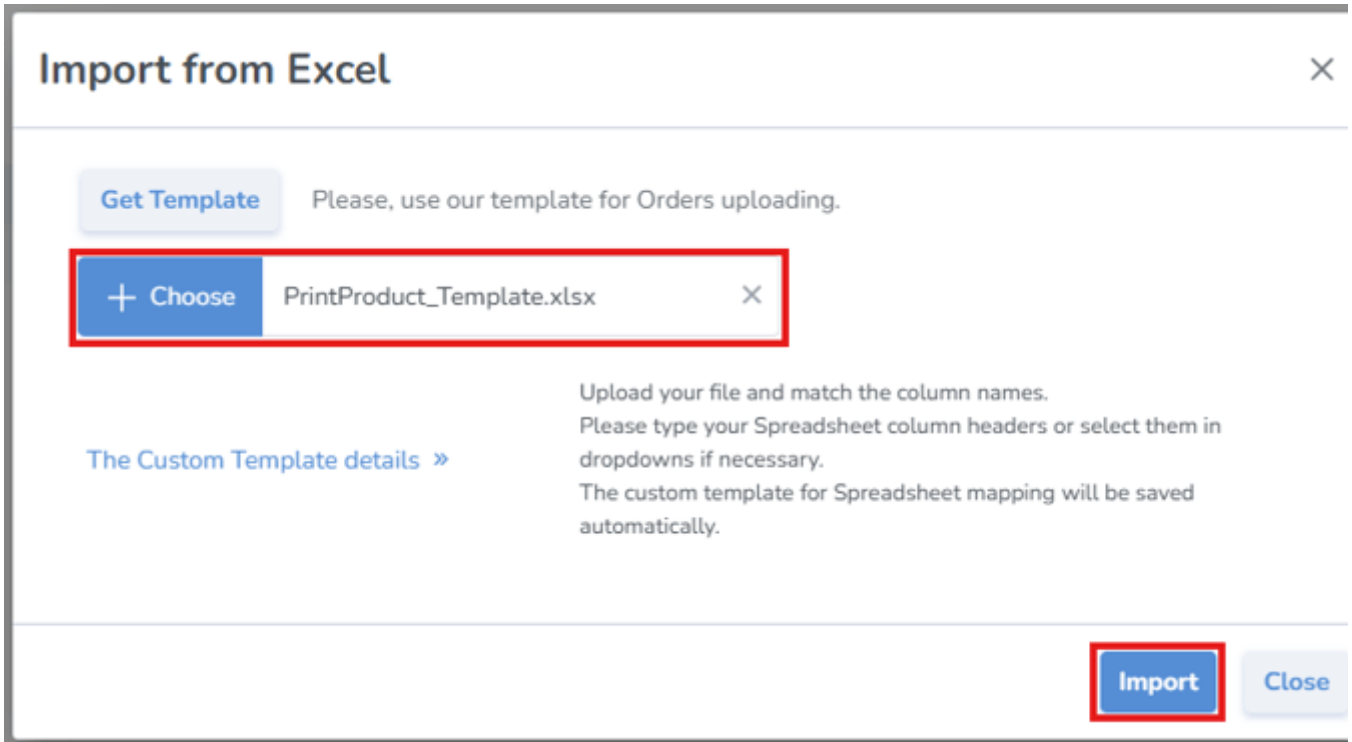
1. In the new pop up window, **click** on the **Get Template** button



The screenshot shows a pop-up window titled 'Import from Excel' with a close button (X) in the top right corner. Inside the window, there is a 'Get Template' button highlighted with a red box. To its right is the text 'Please, use our template for Orders uploading.' Below this is a blue '+ Choose' button and a text box containing 'Drop the template (.xlsx, .csv) here!'. At the bottom left, there is a link 'The Custom Template details >>'. At the bottom right, there are 'Import' and 'Close' buttons. In the center of the window, there is instructional text: 'Upload your file and match the column names. Please type your Spreadsheet column headers or select them in dropdowns if necessary. The custom template for Spreadsheet mapping will be saved automatically.'

2. **Fill out** the information for your print job and **save** the spreadsheet

3. Back on the web, **click** the + **Choose** button and select the file with the information you saved



4. Once the file has been selected, **click Import**

Option 2: Using Your Own Spreadsheet

If you're using your own existing spreadsheet instead of the template:

1. **Click** the + **Choose** button and select the file with the information
2. **Click *The Custom Template details***
3. **Select** which columns contain the corresponding information
4. Once the file has been selected, **click Import**

Complete the Import

The system will then add all the items to the print job, which you can print immediately or postpone.

If any of the information from the uploaded spreadsheet is invalid, you'll see a validation error on that item in the list.

Best Practice

A good practice is to scan the labels and upload them to verify that all tags have been printed correctly.

